

## Steps for Group Leaders Holding In-Person Meetings and Events at Crossroads

1. Each group leader will need to request the use of space by completing the online Meeting and Event Request Form at least one week prior to the event. The form can be accessed online at the Crossroads' website:  
[www.crossroadsnova.org/meeting-and-event-request-form](http://www.crossroadsnova.org/meeting-and-event-request-form)
2. Group leaders will receive a response regarding approval of space requests from the Crossroads' Health Team ([healthteam@crossroadsnova.org](mailto:healthteam@crossroadsnova.org)) within two business days of submission. Upon approval, the group leaders can schedule their meeting/event with group participants.
3. At the time of meeting/event, the group leader must collect or confirm the following information from each participant: first and last name, and contact information (email and/or phone number). The group leader will keep the information for two months in the event that contact tracing is needed.
4. Group leaders will need to verbally review the Health Questionnaire with each participant and keep a record of each participant who has been approved. The Health Questionnaire poster can be viewed at:  
[www.crossroadsnova.org/media/files/1595288926healthquestionnaireposter.pdf](http://www.crossroadsnova.org/media/files/1595288926healthquestionnaireposter.pdf)
5. It is the group leader's responsibility to make sure all participants maintain social distancing guidelines and to wear a face covering/mask throughout the meeting/event.
6. After the meeting/event is completed, group leaders will send a follow-up email to the Crossroads' Health Team ([healthteam@crossroadsnova.org](mailto:healthteam@crossroadsnova.org)) confirming that 1) all participants responded to the Health Questionnaire and 2) all participants followed the health guidelines throughout the meeting/event.
7. If a meeting/event is reoccurring, only one Meeting and Event Request Form needs to be completed. However, after each separate meeting/event, group leaders are required to send a follow-up email to the Crossroads' Health Team.
8. Any participant must notify the group leader if they test positive for COVID-19 after they have attended a meeting/event at Crossroads. The group leader is responsible for notifying the other participants and the Crossroads' Health Team.

If you have any questions or any specific meeting/event requests, please contact the Crossroads' Health Team at [healthteam@crossroadsnova.org](mailto:healthteam@crossroadsnova.org). Please visit the Crossroads' Reopening web page at [www.crossroadsnova.org/crossroads\\_reopening](http://www.crossroadsnova.org/crossroads_reopening) for additional information.